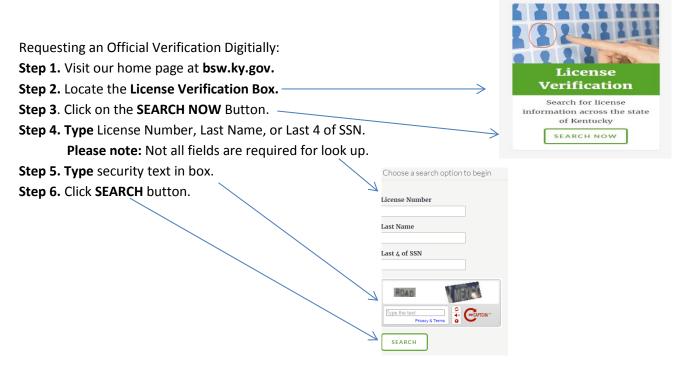
Official Verification of Licensure to Another State Board.

Requesting an Official Verification by Mail:

- **Step 1.** Print the verification form from the state requesting licensure. If the state does not have a form for our board to complete, then create a letter requesting the information.
- **Step 2.** Write a check or money order in the amount of \$25, payable to the KY State Treasurer.
- Step3. Mail the form/letter and check/money order to our office at 43-44 Fountain Place, Frankfort, KY 40601.

All items received in our office take 3-4 weeks to process. An email will be sent once the item has been processed.



Step 7. Click on the Details button of the social worker(s) credentials of who you're searching.



Step 9. Select Method of Payment

Step 10. Last page will prompt you to **download a PDF** of the digital verification. Save this on your computer.

Step 11. Visit our website again and email us the PDF. Our email address is under the Contact Us at the top far right of the homepage at bsw.ky.gov

Final Step. Wait for processing. Board will reply with an email once the verification has been mailed to the other state board. Please contact our office after the fourth week from the request date if no response has been given.